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From: Smith, Claudia
Sent: Wed 11/4/2015 5:10:52 PM
Subject: Uintah & Ouray Indian Reservation Uinta Basin FIP - Editing Protocol

Hi, All,

Some folks have been experiencing some issues with editing the documents and their edits not being reflected. We finally figured out what the likely problem was and I want to make sure everyone is following the same protocol:

1.   Open the document

2.   Click Edit in Word (top right)

3.   Make sure track changes mode is turned on

4.   Make edits/comments

5.   Save changes often using the disk icon with the refresh arrows on top of it (top left), you will probably see a pop up window saying "uploading…"

6.   When finished or breaking, close word using the x in the top right corner.

7.   When back on the read only Word Online version, refresh the page and your recent changes should be incorporated along with everyone else's who was editing at the same time. You will have to Edit in Word again to see the tracked changes to verify, but I have not experienced any issues when using this protocol.

Note: DO NOT save using the Save As feature. This appears to replace the Sharepoint version with the version that has your recent edits, but does not merge the edits of other reviewers that were editing concurrently with you.

Thanks!

Claudia

https://usepa.sharepoint.com/sites/R8_Work/tribalFIPs/UOUintaBasinFIP